

## **Instructions for DAU TRAINING (CLG001 and CLM003)**

### **ATRRS Registration & Applying for DAU Training**

1. Access the Army's application program at: <https://www.atrrs.army.mil/channels/aitas/>
2. Select "Apply for Training" from the "Student" menu on the left hand side.
3. Use drop-down menu to select a category (Non-Acquisition Civilian & Military Workforce) to log in and log in with your CAC, AKO User ID, or SSN and DOB.

NOTE: If this is your first time logging into ATRRS, the system may prompt you to complete/update your student profile at this time. Upon completing the profile, click "Update Profile" and proceed with the steps below.

4. Select "Continuous Learning Modules" as the Training Category.
5. Select the course from the course drop down list. You will need —DoD Government Purchase Card—CLG001|| —Overview of Acquisition Ethics—CLM003|| -and Purchase Card Online System—CLG005. CLG 001 is the first class listed. CLM003 and CLG005 are listed by name.
6. Select the SEARCH button.
7. You will be directed to review your application and update if necessary. Please verify that the email address is correct. Once you make any other necessary corrections/updates, please submit the application by clicking the red "Submit Application" button at the Bottom of the page.

Your application will be forwarded to DAU for enrollment in the Virtual Campus. If you do not already have an account on the DAU Virtual Campus, one will be created for you.

Note: There is a 30-day time limit to complete all DAU CL Modules.

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### **DAU Help**

If you do not receive Instructions **within 48 hours** please contact the DAU Virtual Campus at [dauhelp@dau.mil](mailto:dauhelp@dau.mil) or 1-866-568-6924, option 1 (toll free).

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### **ATRRS Help**

For assistance filling out the Profile Page please contact the ATRRS Help Desk.  
ATRRS Help Desk: COM (703) 695-2353 / 2060 DSN 225-2353 / 2060  
[ATRRS.HelpDesk@us.army.mil](mailto:ATRRS.HelpDesk@us.army.mil)

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